**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  FM Mobile Electrical Engineer | **Grade**: |
| **Section:**  Property Services - FM Building Services - | **Directorate:**  **Housing & Regeneration** |
| **Responsible to following manager:**  Assistant FM Building Services Manager | **Responsible for following staff:**  NA |
| **Post Number/s:** | **Last review date: October 2019** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To support the FM Building Services function in the delivery of compliant electrical building services to all properties in Wandsworth and Richmond Council’s SSA non housing estate.

**Specific Duties and Responsibilities**

1. Provide specialist Electrical support to the FM Building Services function.
2. Participate within an out of normal working hours emergency call out rota and be flexible outside of core working hours. Maybe required to work as part of a shift-rota.
3. Electrical testing, and/or repairs and replacements to:
4. Lighting internal and external, street and path lighting
5. Power including 3 Phase
6. Switchgear and associated equipment
7. Heating and ventilation systems
8. Addressable Fire Alarm Systems
9. Emergency lighting systems
10. Intruder alarm systems
11. Automatic door gear and door access systems
12. Motor Control Gear including Inverter Drives
13. Inverters
14. Plant controllers e.g. pressurisation units, compressors
15. Portable Appliance Testing (PAT)
16. Industrial and domestic boilers.
17. Industrial and domestic hobs, ovens and cookers
18. Minor works installations
19. Setting up electrical supplies for events

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

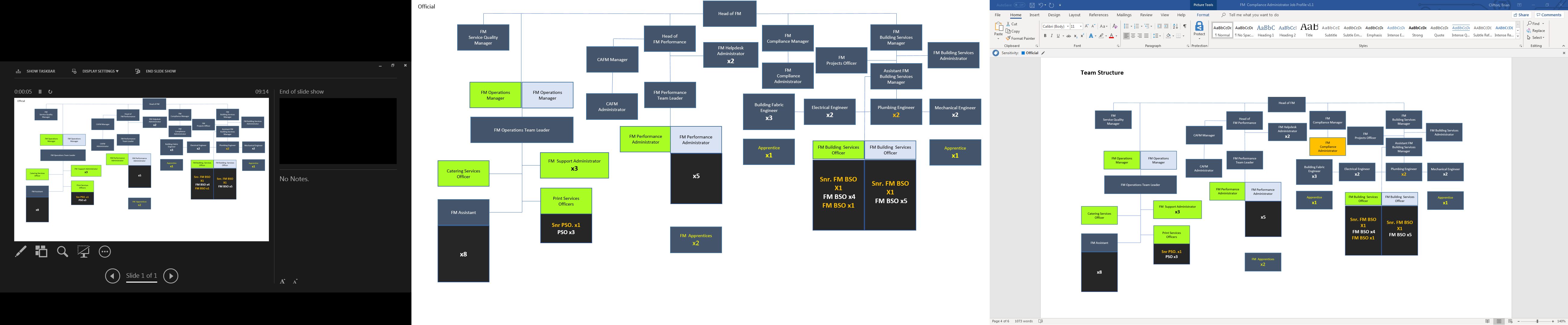
To work within allocated budgets, and maintain stock lists and inventories of materials and equipment.

The work of the FM Building Services Team will involve peripatetic working at buildings located across both boroughs. The work may also involve lone working when visiting buildings that are unoccupied. The work requires a reactive and pragmatic approach which may result in the need for working at height, working in confined spaces, or manual handling.

**Manages:**

NA

**Team Structure**



**Person Specification**

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| --- | --- |
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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Requirements** | **Assessed by**  **A &**  **I/ T/ C** |
| **Knowledge** | |
| Thorough knowledge of electrical installations in commercial local authority buildings | A & I |
| Extensive knowledge of the Council’s property locations and electrical assets within each | A & I |
| Health and safety and Safe Systems of Working | A & I |
| **Experience** | |
| Delivering planned and reactive electrical maintenance in a pressurised, customer centric environment. | A & I |
| Working with integrated contractors and supply chain partners | A & I |
| Lone working as part of a shift / duty engineer rota | A & I |
| Receipting and updating tasks via PDA and working with CAFM systems | A & I |
| **Skills** | |
| Excellent customer focused communication skills | A & I |
| Good verbal, written and IT skills | A & I |
| Good organisational skills. Able to identify pragmatic solutions to operational problems | A & I |
| Ability to organise and prioritise own workload and meet tight deadlines. | A & I |
| **Qualifications** | |
| City & Guilds Parts 1 and 2 (Electrical Installation 2360) or recognised equivalent  18th Edition Institute of Electrical Engineers (I.E.E) Registration  High Voltage and Low Voltage AP experience | A & I |

**A = Application form, I = Interview, T = Test, C = Certificate**